



# Arizona Department of Administration Office of Grants and Federal Resources News Bulletin

Sept./Oct. 2019

## Hands-on eCivis training offered twice in October

*Trainings cover grantor and grantee usage in eCivis; RSVP is required by 09/27!*

The Office of Grants and Federal Resources (GFR) is committed to ensuring the state's grants community is empowered to use this grants management solution to its potential. To ensure state employees who manage grants are getting the most out of eCivis, GFR is partnering with staff at eCivis to provide on-site, hands-on training for using the system for end-to-end grants management. The training will cover core functionality as well as new features that have been rolled out recently. The day-long training is broken out into two three-hour sessions. The morning session will offer training for eCivis for the grantee and the afternoon session will provide training for eCivis for the grantor.

### Training Dates and Locations:

October 7, 2019, 9:00 a.m. — 4:00 p.m. at the Arizona Department of Administration, 100 N. 15th Ave., conference room 300, third floor

October 8, 2019, 9:00 a.m. — 4:00 p.m. at 1740 W. Adams Street, first floor board room B

Session topics will be the same on both days: 9:00 a.m. — 12:00 p.m. (eCivis for the Grantee) and 1:00 p.m. — 4:00 p.m. (eCivis for the Grantor). Attendees may register for one or both sessions.

The training is limited to in-person attendance only. Attendees must bring their own laptops to participate. Each three-hour session is limited to 35 attendees. **Please send an RSVP to [GFR@azdoa.gov](mailto:GFR@azdoa.gov) by Sept. 27 to reserve your seat!** Please indicate the day and the session(s) you wish to attend. Please see the [informational flyer](#) for more details.

### Please allow 24 — 48 hours when requesting the SAI for grant applications

Per [state and federal policy](#), states applying for federal grants must secure a State Application Identifier (SAI) from the state's Single Point of Contact (SPOC). For the state of Arizona, the SPOC is Matthew Hanson, ADOA Assistant Director for Grants and Federal Resources. Since March 1, 2015, utilizing the eCivis system has been the only means of obtaining the SAI for a grant application. The SAI is requested automatically in eCivis when the funding opportunity status is "Application Preparation" or higher. GFR staff generates the SAI and provides a letter with the SAI number in eCivis within 24 — 48 hours of receiving the request.

The SAI request should be made as soon as the agency determines it will pursue the grant by indicating "Application Preparation" in eCivis; staff needs 24 — 48 hours to process the requests. For those grants, projects, or programs requiring a pre-application, the applicant shall request the SAI prior to submitting the pre-application.

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## Grant vs. contract: what's the difference?

As program managers seek funding opportunities, they encounter a variety of potential funding instruments. This includes grants, contracts, intergovernmental agreements and cooperative agreements. The [Grants Management Manual](#) discusses the different types of funding instruments.

The [Grants.gov Community Blog](#) features an article that walks grant program managers through the differences between federal grants and federal contracts. The blog entry notes that in the federal funding world, [policy dictates](#) which types of funding instruments are used under specific circumstances. When the federal government transfers something of value to a non-federal entity, this is a grant. Federal agencies use contracts when procuring goods and services from a non-federal entity. The blog post offers examples to allow the user to know which type of funding instrument best suits their needs. In all cases, the funding recipient is bound by federal and state laws governing use of the funds.

Visit [Blog.Grants.gov](#) and sign up for the Community Blog newsletter to get helpful hints delivered directly to your inbox.

### Please use eCivis to solicit grants; APP is used for contracts

State policy ([SAAM 70.05](#)) mandates that "grants shall be established in eCivis." Only eCivis or an agency's legacy grants management solution may be utilized for soliciting grant applications. Please note: Grant program managers are not permitted to use procurement systems such as the Arizona Procurement Portal (APP) for grant solicitations. APP is used for contracts.

### Subrecipient monitoring: program managers are encouraged to use GFR online resources

To assist grant program managers comply with their subrecipient monitoring requirements, GFR has developed a [subrecipient monitoring plan template](#) and posted it to the GFR website. Agencies may download the template to develop their individual subrecipient monitoring plans. GFR hosted an informational webinar announcing and explaining the subrecipient monitoring plan policy on August 22, 2018; the [subrecipient monitoring plan policy webinar](#) is posted on the GFR website. The [slide deck from the August 22 webinar is also posted online](#). Check back for new resources to be included on the [Subrecipient Monitoring Resources web page](#).

### eCivis resources are available on the GFR website

Please visit GFR website for eCivis User Guides, by selecting Grants & eCivis Resources tab then selecting eCivis User Guides from the menu. Guides might come in handy for the recommended actions in the State of Grants Report. Likewise, the Grants Management Manual provides policy and procedures for grants management and aligns with functions in eCivis, providing grant program managers the tools for success and compliance.

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